

## **Brooks Memorial Library Trustee Meeting Minutes**

**July 14, 2026**

**Present: Bob Ferrante, Jenny Rowe, Ann Varilly, Sirkka Kauffman, Felicity Ratte, Margaret Atkinson, Sally Cruz Nix, Leo Schiff, Nikki Holland, Lindsay Bellville, Stephenie Swindle.**

Call to Order / 4:45 PM

Agenda Changes or additions: Friends of the Library update

Public Comments: None

President's Comments: None

Board Comments: Welcome Lindsay as Interim Director

Approval of Minutes of June 9, 2026 Meeting and June 24, 2026 Special Meeting: Approved by all those present at each meeting.

### **COMMITTEE UPDATES/REPORTS**

#### **A. Buildings and Grounds project update – Nikki Holland, Chair**

The giant bush in the front has been removed; the roofing is done; hardscaping is in process; anti-graffiti coating is done. There is a setback with the canopy design concerning piers requiring a redesign, which may delay the project 10 to 14 days, at an increased cost of \$5K to \$8K. Ann noted this could be closer to \$15K. The front closure could extend into November, depending on ADA issues, parking, etc.

Ann noted that we are 3 to 4 weeks behind schedule, but must be done by December 1<sup>st</sup> to receive the grant funds. The ADA accessibility issue will have a huge impact on when we can open and close doors, and there may be an option to use the side door in the alley. The railings will need to be replaced due to corrosion.

Margaret has caught up on submitting invoices, but the State will not reimburse us until the Town does its audit.

### **CONTINUING BUSINESS**

- New Trustee position – update. The applicant selected by the Nominating Committee has not been submitted to the Selectboard yet for approval, but will do so at their next meeting.

Felicity motioned and Bob seconded for entering an Executive session on personnel issues. Entered Executive session at 5:07 pm, exited at 5:28 pm.

- Library Director position - update.  
Sally noted that staff will not be on the search panel, but will meet with the finalists for up to 90 minutes. We currently do not have an outside expert with library experience on the committee; Sally will reach out to one.

## **DIRECTOR REPORT – Lindsay Bellville**

Things are generally going well, we are looking at coverage in the Children's room and elsewhere. Summer reading programs have been well attended, and circulation numbers have greatly increased over the past two years. Staff has a huge list of items to attend to when the change of entrance occurs.

A discussion about options of how to get department reports to the Board resulted in a consensus that we should do it like the Town does theirs, and Lindsay will work with Matt to add those reports online to the Board report section.

## **FRIENDS OF THE LIBRARY – Update – Bob Ferrante**

Bob attended the June meeting, where the focus was on the upcoming Garden Party. He also attended that along with about 40 people. There was also discussion on how to handle the book sale with the Friday after Thanksgiving library closure. Margaret will attend the July meeting.

## **CONTINUING BUSINESS**

- Social work and safety assistance update. Review of Library Safety/Behavior policy.

Lindsay noted that she is placing emphasis on policy and behavior in her meetings with the supervisors. The policy is useful, but staff needs to refocus on it, including enforcement. We should try to make the policy focus more on the positive, rather than a list of "don't do" behaviors.

In terms of incident reporting, Kody has been working on an online form, and the LibCal software also has an instant reporting module that is expensive at \$1,200 a year.

Currently there is a physical notebook kept, which staff do check, and emails are sent out when incidents occur.

## **NEW BUSINESS**

- Library programs – The teen sleepover date has changed from August 29<sup>th</sup> to August 22<sup>nd</sup>, just before school starts. It will take place from 8 pm to 8 am, with 2 staff in attendance. Change approved by acclaim.

**NEXT MEETING:** August 11, 2026

Adjourned at 6:18 pm.